

# **CHARTER OF DUTIES**

## **CHIEF CONSERVATOR OF FORESTS (CCF)**

1. To act as administrative head and be responsible for overall administration of the Department.
2. To co-ordination between wings and supervisory control over the activities of the wings.
3. To act as an advisor to the Administrative Ministry on technical matters and on formulation of policies concerning the Department.
4. To act as Principal Accounting officer of the Department within the budget provision.
5. To be responsible for the administration and execution of function of the Department as per Act, Policy, Ordinance, Rules and Regulations and directives issued by the government from time to time. To give policy directives in respect of forests, wildlife and environment.
6. To be responsible for proper functioning and discipline of the Department.
7. To provide executive and operational guidance to the field staff exercise control and supervision over them.
8. To be responsible appointing Classes –III & IV employees of the Department as per existing procedure and also responsible for promotion and confirmation of such officers and staff.
9. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of power to the officers serving under him.
10. To be responsible for disposal of disciplinary and appeal cases falling within his powers.
11. To be responsible for inter-wing and inter-circle transfer and posting of all Class-II, III & IV employees & other transferable subordinate staff.
12. To control and supervise the work of the Department.
13. To represent the Department and where personal representation is not possible to nominate representative on his behalf.
14. To grant casual leave etc. to all class-III & IV officers under him.
15. To meet all officers under him located in the same station once in a month to review cases pending for disposal for over a month.
16. To be responsible for inspection his office at least once in a month and field officers at least once in a quarter in addition to Annual Inspection.

17. To allocate duties & jurisdiction of officers including SDFOs & ACFs as and when required Creation and re-arrangement of jurisdiction of Forest Ranges.
18. To ensure revenue collection where applicable & safeguard Govt. property under his charge.
19. To be responsible for maintaining proper security measures of the Department.
20. To fulfil national obligations towards the international efforts to control global warming, desertification, wildlife, biodiversity and other forestry and environment related international treaties, protocols and conventions endorsed by the government.
21. Any other duties assigned by the Government.

**DEPUTY CHIEF CONSERVATOR OF FORESTS (DCCF), FOREST  
MANAGEMENT WING**

1. To act as administrative head of the Forest Management Wing.
2. To assist CCF on technical matters and on formulation of policies concerning the Department and Wings.
3. To be responsible for the administration and execution of function of the wing as per Act, Policy, Ordinance.
4. Rules and Regulations and directives issued by the Govt. from time to time.
5. To be responsible for proper functioning and discipline of the wing and department.
6. To provide executive and operational guidance to the field staff of the wing and exercise control and supervision over them.
7. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of power to the officers serving under his jurisdiction.
8. To be responsible for submitting proposal to CCF for inter-circle transfer and posting of all Class III and IV within the wing.
9. To be responsible for proper functioning, maintaining discipline and supervise the work of the wing.
10. To grant casual leave to officers and staffs falling within his powers and under his administrative jurisdiction.
11. To meet all officers of the wing in a month to review cases pending for disposal for over a month.
12. To be responsible for inspection of his office at least once in a month and field offices of the wing at least once in a quarter in addition to Annual Inspection.

13. To allocate duties of officers of the wing as and when required.
14. To ensure revenue collection where applicable and safeguard Govt. Property under his jurisdiction.
15. To be responsible for maintaining proper security measures of the wing and department.
16. Control & allocation of budget, expenditure and auditing of accounts of the Circles & Divisions under his administrative control.
17. Any other duties assigned by the CCF.

**DEPUTY CHIEF CONSERVATOR OF FORESTS (DCCF). SOCIAL FORESTRY WING.**

1. To act as administrative head of the Social Forestry Wing.
2. To assist CCF on technical matters and formulation of policies and drawing up of detailed plan and programme for Social Forestry/Participatory Forestry/Forest Extension works of the department.
3. To draw up of programme, organize and co-ordinate the works connected with the tree plantation campaign observed at the National level.
4. To initiate anti-desertification forestry programme with peoples' participation.
5. To take afforestation programme with people's participation in Khas and USF land.
6. To co-ordination of all types of Social Forestry/Participatory Forestry Programme under all the territorial circles.
7. To be responsible for the administration and execution of function of the wing as per Act, Policy, Ordinance, Rules and Regulations and directives issued by the Govt. from time to time.
8. To be responsible for proper functioning, maintaining discipline and supervise the work of the wing.
9. To provide executive and operational guidance to the field staff of the wing and exercise control and supervision over them.
10. To be responsible for issuing clear standing orders lying down the maximum extent of delegation of power to the officers serving under his jurisdiction.
11. To be responsible for submitting proposal to CCF for inter-circle transfer and posting of all Class-III & IV within the wing.
12. To grant casual leave to officers and staffs falling within his powers and under his administrative jurisdiction.

13. To meet all officers of the wing once in a month to review cases pending for disposal for over a month.
14. To be responsible for inspection of his office at least once in a month and field offices of the wing at least once in a quarter in addition to Annual Inspection.
15. . To allocate duties of officers of the wing as and when required.
16. To ensure revenue collection where applicable and safeguard Govt. property under his jurisdiction.
17. To be responsible for maintaining proper security measures of the wing and department.
18. Control & allocation of budget expenditure and auditing of accounts of the Circles & Divisions under his administrative control.
19. Any other duties assigned by the CCF.

#### **DEPUTY CHIEF CONSERVATOR OF FORESTS (DCCF), PLANNING WING**

1. To act as administrative head of the Planning Wing. Preparation of sub-sectoral development plans, programmes etc. in conformity with national objectives and strategies.
2. All matter relating to Development schemes, programmes, ADP and development budget and supervision of functions of Asstt. Chief Conservator of Forests Development Planning & Management Planning, DCF Resources Information Management System (RIMS), DCF Monitoring & Evaluation and Management Plan Divisions.
3. Initiate proposals for foreign assistances and scrutinize the appraisal report connected with the project.
4. Initiate proposals for transfer of development projects to normal budget after completion of the development schemes.
5. Disposal of all urgent papers regarding development planning in absence of Chief Conservator of Forests.
6. Drawing up of programme for preparation of management plan for all Forest Divisions in conformity with national objectives and in accordance with the provisions of working plan manual.
7. To be responsible for inter-circle transfer and posting of all Class III & IV within the wing. To allocate duties of officers of the wing as and when required.

8. Supervision and technical guidance in the preparation of management plans for different Forest Divisions. Integration of RIMS, MIS and M&E data in the formulation of management plans.
9. Control & allocation of budget, expenditure and auditing of accounts of the Technical Divisions under his administrative control.
10. Supervision and administrative control of the Technical Divisions under his administrative control.
11. Periodical tour and inspection of the Technical Divisions under his administrative control.
12. To grant casual leave to officers and staffs falling within his powers and under his administrative jurisdiction.
13. Any other duties and responsibilities assigned by the CCF.

**DEPUTY CHIEF CONSERVATOR OF FORESTS (DCCF), EDUCATION AND TRAINING WING**

1. To act as administrative head of the wing. Look after all matter relating to Education & Training and Educational Institutions.
2. Supervision and administrative control over the functions of Directors of Educational Institutions (Forest Academy, Forest Development and Training Centre (FDTC) and Forest schools).
3. Disposal of all argent papers regarding Education & Training and Educational Institutions in absence of Chief Conservator of Forests.
4. Programming for foreign training and higher education of forestry personnel under various foreign assistance programme.
5. To be responsible for all correspondences relating to foreign training.
6. To be responsible for compilation of list of trainees in the Forest School, Forest College and other technical institutions.
7. To be responsible for auditing the expenditure forms of educational institutions.
8. To be responsible for inter-circle transfer and posting of all Class III & IV within the wing. To allocate duties of officers of the wing as and when required.
9. Preparation of schedule for training of all category of officers and staff in the local training institutions. Drawing up of programmes and technical guidance to all the matters relating to Education & Training and Foundational Institutions.

10. Control & allocation of budget, expenditure and auditing of accounts of the Educational Institutions under his administrative control.
11. Periodical tour and inspection of the Educational Institutions under his administrative control.
12. To grant casual leave to officers and staffs falling within his powers and under his administrative jurisdiction.
13. Any other duties and responsibilities assigned by the CCF.

### **CONSERVATOR OF FORESTS (CF), ADMINISTRATION AND FINANCE**

To work as a staff officer of the Chief Conservator of Forests and to look after the following:

1. All correspondences relating to appointment, promotion, confirmation of gazetted and non-gazetted staff, compilation of gradation list and service records, transfer and posting of staff.
2. Supervision and control the functions of ACCF Establishment, General Direction & Finance, Legal Unit and Public Relation Unit.
3. Control of revenue budget and expenditure of the department including revenue earning of the department.
4. Control and supervision of matters related to accounts and budget.
5. General correspondence regarding Annual Reports and other miscellaneous correspondences related to establishment matters.
6. Correction, modification and revision of Manuals and to keep them up to date.
7. Deal with disciplinary and appeal cases and processing of pension and provident fund cases.
8. Control and supervise the matters related to legal issues and public relations.
9. To grant casual leave to officers and staffs falling within his power and under his administrative jurisdiction.
10. Any other duties assigned by the CCF.

### **CONSERVATOR OF FORESTS (CF), WILDLIFE AND NATURE CONSERVATION CIRCLE**

1. To work directly under the control and supervision of Chief Conservator of Forests.
2. To be responsible for overall administration of the Wildlife and Nature Conservator of Forests.

3. Supervise and co-ordinate all the matters related to wildlife protection and management of protected areas, ecologically critical areas, critical watersheds, wetlands of international importance and environmental management under Wildlife Preservation Act and other Ordinance, Rules, Regulations and directives issued by the government from time to time.
4. To be responsible to take necessary measures and efforts to fulfil national obligations towards control wildlife, biodiversity and other forestry and environment related international treaties, protocols and conventions endorsed by the government.
5. To be responsible for completion of all works within the budget provision of the Circle and distribution of funds within his budget grant among the Divisions under him.
6. To be responsible for all correspondences relating to wildlife management.
7. To identify and draw up plans and programme for ex-situ and in-situ conservation for botanical / baldha gardens and protected areas.
8. To be responsible for taking programme related to conservation and management of protected areas. Supervision of environmental management and nature conservation functions outside the protected areas.
9. To be responsible for drawing up programme for monitoring, survey and research in the protected areas in relation to wildlife and biological diversity.
10. To ensure the preservation of biodiversity, conservation of gene pool, germ plasm and the natural heritage of the nation.
11. To be responsible for preparation of Budget and Revised Budget of his circle.
12. To be responsible for appointment, promoting, disciplinary action disposal of appeal cases, writing of A.C.Rs of staff falling within his administrative powers.
13. To be responsible for administration and ensuring execution of all functions in the Forest Division under him as per Policy, Acts, Ordinance, Rules and Regulations and Directives issued by the Government from time to time.
14. To be responsible for providing proper executive and operational guidance's to the field staff of the Wildlife Management and Nature Conservation Divisions. Exercise control and supervision on the Divisions under his jurisdiction.
15. To be responsible for preparation of development programme / annual programme related to conservation of biodiversity and eco-tourism.
16. To be responsible for periodical and annual inspection of divisional offices within his jurisdiction.
17. To be responsible for proper execution of all development programmes within his circle.

18. To be responsible for Auditing of Divisional accounts and according financial and technical sanction within his powers.
19. To be responsible for drawing and disbursing in respective offices as well as submission of Accounts to the Accountant General.
20. To be responsible for inter-Divisional transfer and posting of class-III & IV staff within the circle except the staff of his own office.
21. To be responsible for the preparation of preliminary management plan report of the Forest Divisions under his jurisdiction.
22. To grant casual leave to officers and staffs falling within his powers and under his administrative jurisdiction.
23. Any other responsibility assigned by the CCF.

**Assistant Chief Conservator of Forest (ACCF), Finance, Budget and General Direction**

1. To act as drawing and disbursing Officers in respect of General Directions Division- preparation of budget and maintenance of accounts in respect of General Direction Division.
2. To be responsible for matters related to accounts and budget. To exercise controls and supervise the works of Accounts and Budget Officers.
3. To be responsible for compilation and keeping records on expenditure and revenue earning and correspondence related to progress report, fixation of net grant and account matters.
4. To be responsible for supervising re-imbursment proposal, settlement of audit objection, maintaining store records and checking bills.
5. To be responsible for important correspondences on Accounts and Budget matters.
6. To be responsible for processing and obtaining approval for procurement of equipment etc. under all aided projects through International Competitive biddings.
7. Any other duty assigned by the CCF/CF.

**Assistant Chief Conservator of Forests, Establishment**

1. To be responsible for all correspondences regarding recruitment, promotion, confirmation, transfer and posting of Gazetted and non-Gazetted staff.
2. To be responsible of preparation and maintenance of gradation list, service records and confidential reports of sub-ordinate staff.
3. To be responsible for correspondences regarding disciplinary and appeal cases.

4. To be responsible for correspondences relation to miscellaneous establishment matters.
5. To be responsible for correspondences with all Autonomous Bodies including agreements.
6. To be responsible for compilation of Annual Report.
7. To be responsible for tour note and tour diary of officers.
8. To be responsible for visit of Dignitaries.
9. To be responsible for correspondences regarding public complaints, paper cutting etc.
10. To be responsible for reports and returns on establishment.
11. Any other duty assigned by the CCF/CF.

### **Assistant Chief Conservator of Forests, Development Planning**

1. To be responsible for preparation and revision of development schemes, processing and follow-up of schemes for obtaining approval from competent authority.
2. To be responsible for undertaking project appraisal and economic analysis.
3. To be responsible for preparation and revision of ADP and follow-up.
4. To be responsible for processing and obtaining approval of break-up sanction.
5. To be responsible for processing and obtaining expenditure sanction.
6. To be responsible for preparation of project list of each individual scheme.
7. To be responsible for processing of proposal for obtaining financial sanction of each individual project from higher authority and transmission of the same to the Circles.
8. To be responsible for compilation and submission of monthly disbursement position relating to all development projects.
9. To be responsible for checking of monthly expenditure forms relating to development projects.
10. To be responsible for evaluation of physical and financial progress of work of all development projects.
11. To be responsible for preparation and submission of monthly, quarterly and annual progress report of all development schemes including keeping records and completion report of completed schemes.
12. To be responsible for co-ordination of the activities of technical assistance/Programme of World Bank, British Technical Assistance, Asian Development Bank and other donors.
13. To be responsible for compilation of reports of aided projects particularly in connection with cost disbursement and re-imburement.
14. Periodic tours for the evaluation of different development activities.

15. Any other duty assigned by the CCF/DCCF.

### **Assistant Chief Conservator of Forests, Management Planning**

- 1 To be responsible for all correspondences relating to preparation of management plans of different Divisions.
- 2 To be responsible for all correspondences related to collection and updating of data in connection with management plans.
- 3 To be responsible for all correspondences related to auditing the expenditure forms of Technical Divisions.
- 4 To be responsible for all correspondences relating to sale of forest produce and schedule of rates.
- 5 To be responsible for maintenance of Policy, Manual, Rules, Regulation their correction, modification and revision.
- 6 To be responsible for preparation of periodical reports and returns related to management plan and forest produces.
- 7 To be responsible for collection, collation, analysis and assembly of statistical data relating to resources, production, consumption of forest produces.
- 8 To be responsible for correspondences related to rents and royalty in respect of mineral classified as Forest Produces.
- 9 To be responsible for correspondences related to National Assembly and Standing Committee.
- 10 To be responsible for issuance of permits and allotment of forest produces for BFIDC and other industries.
- 11 Periodic tours for the evaluation of implementation of management plan prescriptions.
- 12 To be responsible for gathering/ providing statistical information related to forests to different national/ international organizations and feed RIMS with all these data.
- 13 Any other duty assigned by the CCF/DCCF.

### **Assistant Chief Conservator of Forests, Social Forestry and Extension**

- 1 To be responsible for all correspondences relating to implementation of social forestry and extension Programme.
- 2 To be responsible for correspondences relating to tree plantation campaign and co-ordination of work connected there with.

- 3 To be responsible for correspondence related to administration and establishment functions for maintaining discipline of the Social Forestry Wing to provide executive and operational guidance to the field staff for better administrative control over them.
- 4 To be responsible for correspondence related to drawing up of detailed plan and technical guidance for implementation of social forestry programme.
- 5 To be responsible for correspondence related to collection of data in collaboration with M&E unit on social forestry and extension activities.
- 6 Periodic tours for the evaluation, supervision and technical guidance of raising nursery, plantations, distribution of seedlings and other social forestry and extension activities in different divisions.
- 7 Any other duty assigned by the CCF/DCCF.

#### **Deputy Conservator of Forests, Resources Information Management System (RIMS)**

- 1 Overall supervision and management of a computer based Resources Information Management System (RIMS) and Geographical Information System (GIS).
- 2 Supervision of implementation of Management Plans.
- 3 To be responsible for supervise and backstopping RIMS/GIS unit at head quarter.
- 4 Responsible for establishing linkages with the Divisional Head Quarters through electronic mail system.
- 5 To be responsible for providing inventory, RIMS and GIS data for preparation of forest management plans to the Management Plan Officer.
- 6 To be responsible for preparation and updated vegetation map for all forest division.
- 7 Responsible for keeping liaison with the Management Plan Officer during inventory and data collection process.
- 8 To ensure technical capability and integration of all MIS systems developed under different projects.
- 9 Any other duty assigned by the CCF/DCCF.

#### **Deputy Conservator of Forests, Legal Unit**

- 1 To be responsible for acquisition and de-requisition of land.
- 2 To be responsible for reservation and de-reservation of forests.
- 3 To be responsible for review and quick disposal of pending cases related to forest land, wildlife and forest itself.

- 4 To be responsible for ensuring and implementing of survey and settlement operation of forest land.
- 5 To be responsible for correspondence related to low and order situation in respect of forestry personnel's.
- 6 To keep record, correspondence and compilation of cases/offices related to forest and forest land.
- 7 Taking necessary initiatives for enactment of forests, wildlife and other related acts, rules, regulations and ordinances.
- 8 Any other duties assigned by the CCF/DCCF/CF.

### **Deputy Conservator of Forests, Monitoring and Evaluation (M&E)**

Monitoring and Evaluation is important to improvement capabilities. The M&E is responsible for following functions:

- 1 Drawing up of detailed plan and programme for monitoring and evaluation of on-going and implemented forestry/social forestry activities.
- 2 Provide information to management and implementation unit on programme operation and performance.
- 3 To generate socio-economic information for effective project implementation.
- 4 To identify and analyse problems arising during implementation and suggesting possible solutions. Thus assist the project management to function more effectively and efficiently.
- 5 To identify socio-economic and environmental effects and impacts of forestry activities/project components and taking corrective measures in time.
- 6 Identify and analyse the factors affecting project/ programme success.
- 7 To analyse concept, assumption, models and context of the programme/ projects in the light of the performance.
- 8 To assess the achievement in terms of output and objective and use that as inputs for future planning and decision making.
- 9 To supervise the works of ACFs entrusted with the tasks of M&E.
- 10 Periodical tour for the evaluation of nursery, plantation as well as distribution of seedlings.
- 11 Monitoring of works as per the ADP allocation and pre-set targets and bar charts. Preparation of M&E statements in time and submit report to DCCF, Planning.
- 12 Any other duties assigned by the CCF/DCCF.

### **Mass Communication Officer, Public Relation Unit**

- 1 To be responsible for overall functioning of the Public Relation & Publicity Unit.
- 2 Responsible to generate awareness for forestry and social forestry activities, conservation of environment, wildlife and biodiversity at mass scale.
- 3 Taking programme for awareness and motivational activities through updating resource information and publicity.
- 4 Responsible for arranging press conference and developing materials for press release and other media release for publicity and awareness. Maintain close contact with press, radio and television services.
- 5 Responsible for use of the audio-visual and other communication equipments for publicity and awareness.
- 6 Responsible for preparation of implementation schedule of the public awareness campaign for national tree fair, tree plantation campaign and other forestry and social forestry activities.
- 7 Responsible for arranging campaign, workshops and public meetings for publicity and awareness.
- 8 Responsible for preparation and dissemination of communication materials including booklets, handbooks, flipcharts, pamphlets, posters, animated videos, films and other publication and pictorial materials.
- 9 To be responsible for dissemination of forestry information related to its economic, social and environmental functions to the general public.
- 10 To be responsible for making people aware of forestry program/ projects and consequently make them interested about the forestry activities.
- 11 Any other duties assigned by the CCF/DCCF/CF/ACCF.

### **Budget Officer**

- 1 To be responsible for compilation of annual revenue and development budget for the department.
- 2 To be responsible for all correspondences relating to budget and expenditure of the Department
- 3 To be responsible for maintenance of records on progress of expenditures and revenue caring of the Department.
- 4 To be responsible for submission of progress reports to concerned authorities.

- 5 To be responsible for verification of revenue and expenditure figures with Accountant-General of Bangladesh.
- 6 To be responsible for appropriation of accounts and fixation of net grant.
- 7 Any other duties assigned by the CCF/CF.

#### **Accounts Officer**

- 1 To be responsible for sanction of expenditure under revenue budget.
- 2 To be responsible for all correspondences in connections with Accounts matter.
- 3 To be responsible for auditing the forms connected with accounts of the Chief Conservator of Forests office and the circle offices.
- 4 To be responsible for re-imburement proposal for all foreign aid.
- 5 To be responsible for settlement of outstanding audit objection of the Accountant General of Bangladesh.
- 6 To be responsible for Store Accounts.
- 7 To be responsible for checking of T.A. Bills.
- 8 Any other duties assigned by the CCF/CF.

#### **Research Officer**

1. To be responsible for preparation and revision of development schemes/works of the unit concerned.
2. To be responsible for collection and processing of data on forests/forest produce/wildlife/flora-fauna/project progress etc. of the unit concerned.
3. To be responsible for preparation of monthly, quarterly and annual progress reports including keeping records and preparation of completion report of all the development activities of the unit concerned.
4. To be responsible for assisting DCCF/CF/ACCF/DCF of the unit concerned.
5. To be responsible for initiation of project proposal of the unit concerned.
6. To be responsible for collection and analysis of data and preparation of technical reports of the unit concerned.
7. Any other duty assigned by the CCF/DCCF/CF.

### **Botanist**

1. To help Director for over administration of the Botanical Garden.
2. To be responsible for preparation and revision of development schemes/works of the BG.
3. To help Director for preparation of monthly, quarterly and annual progress reports of the BG.
4. To be responsible for initiation of programme/project proposal of the BG.
5. To help Director for taking programme, planning and zoning of BG related to development of sections, corners and
6. To be responsible for helping Director for maintaining over all discipline and allocation of duties of the officers/staffs working in BG.
7. Responsible for preservation of indigenous, exotic, rare, endangered and extinct species through their collection and raising plantations.
8. To help Director for conservation and preservation of biodiversity, gene pool and germ plasm in the BG.
9. Any other duty assigned by the CCF/CF.

### **Director, Forestry Development and Training Centre**

1. To act as head of the Institute and responsible for overall administration of the Institute.
2. To be responsible for chalking out programme and field training.
3. To be responsible for supervision and guidance of the officers/instructors and staff of the Institute.
4. To be responsible for conducting tours and training of the students.
5. To be responsible for preparation of Budget and Revised Budget of the Institute and submission of accounts to the AG and CCF.
6. To be responsible for execution of all works of the Institute in time and within the budget allocation.
7. To be responsible for drawing and disbursing in respect of his office.
8. To be responsible for writing of ACR of all officers and staff posted in the institute.
9. Any other duty assigned by the CCF/DCCF.

## **DIRECTOR, FOREST ACADEMY**

1. To act as head of the Forest academy and responsible for all administration of the academy.
2. To be responsible for imparting proper education to the trainees as per approved syllabus of the academy.
3. To be responsible for supervision of the work of the instructors/teaching staff.
4. To be responsible for conducting examination of the academy.
5. To be responsible for maintaining overall discipline in the academy.
6. To be responsible for drawing and disbursing in respect of the Academy and also responsible for preparation of budget estimate and revised estimate.
7. To be responsible for completion of all works of the academy within the budget allocation.
8. To be responsible for supervision and guidance of the instructors/teaching staff.
9. To be responsible for writing of A.C.R of the teaching and other staff.
10. To be responsible for submission of monthly accounts to A.G. and CCF.
11. Any other duty assigned by the CCF/DCCF.

## **Director, Botanical Garden (BG)**

1. To be responsible for overall administration of the Botanical Garden.
2. To be responsible for taking programme, planning and zoning of BG.
3. To be responsible for development of corners and section of groups/types of species e.g. palm section, conifer section, international section and section for herbs, shrubs, medical plants, endangered species and extinct species.
4. To be responsible for creation of ornamental gardens, Seasonal gardens (spring, perennial, winter etc.), green house, cactus corner, orchid corner etc.
5. To be responsible for maintaining over all discipline and allocation of duties of the officers/staffs working in BG.
6. Responsible for preservation of indigenous, exotic, rare, endangered and extinct species through their collection and raising plantations.
7. To be responsible for drawing up and execution of programme in the BG.
8. To be responsible for conservation and preservation of biodiversity, gene pool and germ plasm in the BG.
9. To be responsible for drawing disbursing in respect of BG.

10. To be responsible for preparation of Budget Estimate and Revised Estimate for BG.
11. To be responsible for completion of all works within the budget allocation.
12. To be responsible for submission of monthly accounts to A.G. and CCF.
13. To be responsible for supervision and guidance of Botanist/Curator.
14. To be responsible for writing up of ACR of staff of the Botanical Garden.
15. Any other duty assigned by the CCF/CF.

### **Director, Forest School**

1. To act as head of the school and responsible for overall administration of the school.
2. To be responsible for imparting proper education to the students as per approved syllabus of the school.
3. To be responsible for maintaining over all discipline of the school.
4. To be responsible for supervision and guidance of the Instructors/Teaching staff.
5. To be responsible for drawing up of programme for outdoor tours of the students.
6. To be responsible for conducting of periodical and final examination of the school.
7. To be responsible for drawing and disbursing in respect of school.
8. To be responsible for preparation of Budget Estimate and Revised Estimate for the school.
9. To be responsible for completion of all works of the school within the budget allocation.
10. To be responsible for writing up of ACR of the school.
11. Any other duty assigned by the CCF/DCCF.

### **Instructor**

1. To help Director for over all administration of the Institution.
2. To be responsible for imparting proper education to the students as per approved syllabus of the institution concerned.
3. To be responsible for helping Director for maintaining over all discipline of the institution.
4. To be responsible for helping Director for drawing up of programme and implementation for outdoor tours of the students.
5. To be responsible for conducting of periodical and final examination of the institution as per schedule.
6. To be responsible for completion of all educational activities of the institution in time.
7. Any other duty assigned by the CCF/DCCF/Director.

### **Divisional Forest Officer, Management Plan (MP) Division**

1. To act as head of the Division and is responsible for overall administration of the Division.
2. To be responsible for preparation of management plans for Forest Divisions under him and monitoring of the implementation of the management plan prescriptions.
3. To be responsible for providing technical assistance to the matters related to implementation of the management plan.
4. To be responsible for field enumeration, survey and collection of data.
5. To be responsible for supervision and guidance to subordinate officers and staffs including writing of their ACRs.
6. To be responsible for preparation of Budget Estimate and Revised Estimate for the Division.
7. To be responsible for completion of works within budget allocation and in time.
8. To be responsible for drawing and disbursing in respect of his office.
9. To be responsible for submission of monthly accounts to A.G. and CCF.
10. To be responsible for any other duties to be assigned by CCF/DCCF.

### **CONSERVATOR OF FORESTS, (KHULNA, CENTRAL, CHITTAGONG, RANGAMATI AND C.A. BARISAL) FOREST MANAGEMENT (FM) CIRCLE**

1. To be responsible for overall administration of the Circle.
2. To be responsible for completion of all works within the budget provision of the Circle and distribution of funds within his budget grant among the Divisions under him.
3. To be responsible for preparation of Budget and Revised Budget of his circle.
4. To be responsible for appointment, promoting, Disciplinary action disposal of appeal cases, writing of A.C.Rs of staff falling within his administrative powers.
5. To be responsible for administration and ensuring execution of all functions in the Forest Division under him as per Acts, Ordinance, Rules and Regulations and Directives issued by the Government from time to time.
6. To be responsible for providing proper executive and operational guidance to the field staff of the Divisions under him and exercise control and supervision on the Divisional Forest Officers.

7. To be responsible for preparation of annual programme of works of his circle.
8. To be responsible for periodical and annual inspection of divisional offices.
9. To be responsible for supervision of Revenue Collection in the Divisions under him.
10. To be responsible for proper execution of all development programmes within his circle.
11. To be responsible for Auditing of Divisional accounts and according financial and technical sanctions within his powers.
12. To be responsible for drawing and disbursing in respective offices as well as submission of Accounts to the accountant General.
13. To be responsible for inter-divisional transfer and posting of class-III & IV staff within the circle except the staff of his own office.
14. To be responsible for the preparation of preliminary management plan report of the Forest Divisions under his jurisdiction.
15. Any other responsibility assigned by the CCF/DCCF.

**CONSERVATOR OF FORESTS, (JESSORE, BOGRA AND DHAKA) SOCIAL FOREST (SF) CIRCLE**

1. To be responsible for overall administration of the Social Forestry Circle.
2. To be responsible for completion of all works within the budget provision of the Circle and distribution of funds within his budget grant among the Divisions under him.
3. To be responsible for preparation of Budget and Revised Budget of his circle.
4. To be responsible for appointment, promoting, Disciplinary action disposal of appeal cases, writing of A.C.Rs of staff falling within his administrative powers.
5. To be responsible for administration and ensuring execution of all functions in the Social Forest Division under him as per Acts, Ordinance, Rules and Regulations and Directives issued by the Government from time to time.
6. To be responsible for providing proper executive and operational guidance related to social forestry to the field staff of the Divisions under him and exercise control and supervision on the Divisional Forest Officers.
7. To be responsible for periodical and annual inspection of divisional officers.
8. To be responsible for supervision of Revenue Collection in the Divisions under him.
9. To be responsible for proper execution of all development programmes related to social forestry within his circle.
10. To be responsible for Auditing of Divisional accounts and according financial and technical sanctions within his powers.

11. To be responsible for drawing and disbursing in respective offices as well as submission of Accounts to the Accountant General.
12. To be responsible for inter-Divisional transferring and posting of class-III & IV staff within the Circle except the staff of his own office.
13. To be responsible for the preparation of preliminary management plan report of the Forest Divisions under his jurisdiction.
14. Any other responsibility assigned by the CCF/DCCF.

**Divisional Forest Officer, Forest Management (FM) Division**

1. To be responsible for overall administration of the Forest Division under him.
2. To be responsible for drawing and disbursing of fund within the Division.
3. To be responsible for execution of felling and other silvicultural operations in accordance to the management plan prescription/Participatory Benefit Sharing Agreements (PBSA) and distribution of share to the stakeholders.
4. To be responsible for sell of forest produce through auction/tender and collection of revenue of the Forest Division under him.
5. To be responsible for appointment of employees of the Division falls within this powers and dealing with all matters relating to establishment including writing of ACRs of subordinate officers/staff.
6. To be responsible for transferring and posting of all subordinates staffs within the Division except the staff of his own office.
7. To be responsible for preparation of annual budget and revised budget of the Division.
8. To be responsible for exercise of powers given under various Acts and Rules there under.
9. To be responsible for raising plantation and nursery within his jurisdiction.
10. To be responsible for Annual and periodical inspection of Range, Beat offices, SFNTCs and SFPCs under him.
11. To be responsible for execution of all development programme within the jurisdiction of his Division.
12. To act as Principal Accounting officer of his Division.
13. To be responsible for compilation of all timber forms of his Division.
14. To be responsible for all types of construction within his Division.
15. To be responsible for motivational/contact/public relation and publicity functions within the Division.
16. To be responsible for execution of social forestry agreements and share distribution functions within the Division.
17. To be responsible for motivational/public relation and publicity functions within the Division.
18. Any other responsibility assigned by the CCF/DCCF/CF.

### **Divisional Forest Officer, Social Forest (SF) Division**

1. To be responsible for overall administration of the Social Forest Division under him.
2. To be responsible for drawing and disbursing of fund within the Division.
3. To be responsible for execution of felling and other silviculture operations in accordance to the management plan prescription/ Participatory Benefit Sharing Agreements (PBSA). Execution of Participatory Benefit Sharing Agreements (PBSA) and distribution of share to the stakeholders.
4. To be responsible for sell of forest produce through auction/tender and collection of revenue of the Forest Division under him.
5. To be responsible for appointment of employees of the Division falling within this powers and dealing with all matters relating to establishment including writing of ACRs of subordinate officers/staff.
6. To be responsible for transferring and posting of all subordinates staffs within the Division except the staff of his own office.
7. To be responsible for preparation of annual budget and revised budget of the Division.
8. To be responsible for exercise of powers given under various Acts and Rules there under.
9. To be responsible for raising plantation and nursery within his jurisdiction with peoples participation.
10. To be responsible for Annual and periodical inspection of Range, Beat offices, SFNTCs and SFPCs under him.
11. To be responsible for execution of all development programmes related to forestry/ social forestry activities within his jurisdiction.
12. To act as Principal Accounting officer of his Division.
13. To be responsible for compilation of all timber forms of his Division.
14. To be responsible for all types of construction within his Division.
15. To be responsible for motivational/public relation and publicity functions within the Division.
16. Any other responsibility assigned by the CCF/DCCF/CF.

### **Divisional Forest officer, Wildlife Management and Nature Conservation (WM & NC) Division**

1. To be responsible for overall administration, management and protection of the Division and supervise, manage and control over the matters related to biodiversity, wildlife and environmental management, Strict and effective enforcement of laws, rules and regulations related to protection of wildlife including migratory birds and other amphibians and reptiles.
2. To be responsible for drawing and disbursing of fund within the Division.
3. To be responsible for conservation and management of protected areas, ecologically critical areas, critical watersheds and wetlands under his jurisdiction with the use of participatory resource management and conservation principles.

4. To be responsible for appointment of employees of the Division falling within this powers and dealing with all matters relating to establishment including writing of ACRs of subordinate officers/staff.
5. To be responsible for transferring and posting of all subordinates staff within the Division except the staff of his own office.
6. To be responsible for preparation of annual budget and revised budget of the Division.
7. To be responsible for exercise of powers given under Forest Acts (Amendment), Bangladesh Wildlife (Preservation) (Amendment) Act and various Acts and Rules there under.
8. To be responsible for initiation of programme/activities for habitat improvement within his jurisdiction.
9. To be responsible for annual and periodical inspection of protected areas and other offices (Range, Beats) under him.
10. To be responsible for management and in-situ conservation of protected areas and execution of all development programme within the jurisdiction of his Division.
11. To act as Principal Accounting officer of his Division.
12. To be responsible for all types of construction within his Division.
13. To be responsible for motivational/contact/public relation and publicity functions within the Division.
14. Any other responsibility assigned by the CCF/DCCF/CF.

**Sub-Divisional Forest Officer (SDFO), Forest Management Divisional**

1. To be responsible for inspection of Forests Range Office, Beat Office, SFNTCs and SFPC within his jurisdiction
2. To be responsible for exercise of powers given under various Acts and Rules there under.
3. To help Divisional Forest Officer in conducting smooth administration of the Division in which they are posted.
4. To help Divisional Forest Officer in ensuring collecting of Revenue of the Division.
5. To help Divisional Forest Officer in annual auction and sale of Forest produce of the Division.
6. To help Divisional Forest Officer in the matter of construction of building and roads in the Divisional.
7. To help Divisional Forest Officer in the matter of maintenance of discipline in the Division.
8. To help Divisional Forest Officer in the matter of raising plantation and nursery within the jurisdiction of his Division.
9. To help Divisional Forest Officer in the matter of execution of Development programme within his jurisdiction.
10. To help Divisional Forest Officer in the matter of checking theft and pilferage of Forest produces.
11. To help Divisional Forest Officer in the matter of checking encroachment of Forest areas.
12. Any other duties assigned by the CF/DFO.

### **Assistant Conservator of Forest, Forest Management Divisions**

1. To be responsible for inspection of Forests, Range Office, Beat Office, SFNTs and SFPC within his jurisdiction.
2. To be responsible for exercise of powers given under various Acts Rules there under.
3. To help Divisional Forest Officer/Sub-Divisional Forest Officer (SDFO) in conducting smooth administration of the Division/Sub-Division in which they are posted Responsible for/to help DFO for execution of Participatory Benefit Sharing Agreements (PBSA) and distribution of share to the stakeholders in accordance to the management plan prescription/Participatory Benefit Sharing Agreements (PBSA).
4. To help Divisional Forest Officer/SDFO in ensuring collecting of Revenue of the Division/Sub-Division.
5. To help Divisional Forest Officer/SDFO in annual auction/tender and sale of Forest produce of the Division/Sub-Division.
6. To help Divisional Forest Officer/SDFO in the matter of all types of construction in the Division/Sub-Division.
7. To be responsible for maintenance of discipline within his administrative jurisdiction. To help Divisional Forest Officer/SDFO in the matter of maintenance of discipline in the Division/Sub-Division.
8. To help Divisional Forest Officer/SDFO in the matter of raising plantation and nursery within the jurisdiction of his Division/Sub-Division.
9. To be responsible for execution of development programme within his jurisdiction. To help Divisional Forest Officer/SDFO in the matter of execution forestry/social forestry development programme in the division. To be responsible/to help DFO for motivational/public relation and publicity functions within the Division.
10. To be responsible for checking theft and pilferage of forest produces within his jurisdiction. To help Divisional Forest Officer/SDFO in the matter of checking theft and pilferage in the Division/Sub-Division.
11. To be responsible for checking encroachment of forest areas. To help Divisional Forest Officer/SDFO in the matter of checking encroachment of forest areas in the Division/Sub-Division.
12. Any other duties assigned by the CF/DFO/SDFO.

### **Assistant Conservator of Forests, Social Forest Divisions**

1. To be responsible for inspection of Forest, Range Office, Beat Office, SFNTCs and SFPC within his jurisdiction.
2. Responsible for /to help DFO for execution of Participatory Benefit Sharing Agreements (PBSA) and distribution of share to the stakeholders in accordance to the management plan prescriptions/ Participatory Benefit Sharing Agreements (PBSA).

3. To be responsible for exercise of powers given under various Acts and Rules there under.
4. To help Divisional Forest Officer/Sub-Divisional Forest Officer (SDFO) in conducting smooth administration of the Division/Sub-Division in which they are posted.
5. To help Divisional forest Officer/SDFO in ensuring collection of Revenue of the Division/Sub-Division.
6. To help Divisional Forest Officer/SDFO in annual auction /tender and sale of Forest produce of the Division / Sub-Division.
7. To help Divisional Forest Officer/SDFO in the matter of all types of construction in the Division / Sub-Division.
8. To be responsible for maintenance of discipline within his administrative jurisdiction. To help Divisional Forest officer/SDFO in the matter of maintenance of discipline in the Division/Sub-Division.
9. To help Divisional Forest Officer/SDFO in the matter of raising plantation and nursery within the jurisdiction of his Division / Sub-Division.
10. To be responsible for execution of development programme related to forestry/social forestry within his jurisdiction. To help Divisional forest Officer/SDFO in the matter of execution of development programme particularly in the field of social forestry. To be responsible for checking theft and pilferage in the Division / Sub-Division.
11. To be responsible for checking encroachment of forest areas. To help Divisional forest Officer / SDFO in the matter of checking encroachment of forest areas in the Division / Sub-Division.
12. To be responsible / to help DFO for motivational / public relation and publicity functions within the Division.
13. Any other duties assigned by the CF/DFO/SDFO.

**Assistant Conservator of forests, Wildlife Management & nature conservation (WM & NC)**

1. To be responsible for overall administration of the protected areas, Range Office and Beat offices within his jurisdiction.
2. To be responsible for exercise of powers given under various Acts and Rules there under.
3. To help Divisional Forest Officer in conducting smooth administration of the division in which they are posted.
4. To help Divisional Forest Officer in the matter of all types of construction in the Division.

5. To help Divisional Forest Officer in the matter of maintenance of discipline in the Division.
6. To help Divisional Forest Officer in the matter of raising plantation and nursery for habitat improvement within his jurisdiction.
7. To help Divisional Forest Officer in the matter of execution of Development programme related to protected area management and wildlife conservation within his jurisdiction.
8. To help Divisional Forest Officer in the matter of checking theft and pilferage of forest produces and wildlife.
9. To help Divisional Forest Officer in the matter of checking encroachment of Forest areas.
10. Any other duties assigned by the CF / DFO.